

**VILLAGE OF ALMONT  
RESOLUTION NO. 15-06-08**

**A RESOLUTION OF THE ALMONT VILLAGE COUNCIL  
ESTABLISHING FREEDOM OF INFORMATION ACT POLICIES AND FEES**

The following preamble and resolution were offered by Council Member Lauer and supported by Council Member Peltier.

**WHEREAS**, the Village of Almont receives Freedom of Information Act requests that must be responded to in adherence with MCL 15.231 et seq., and

**WHEREAS**, it is necessary to adopt a policy to ensure that FOIA requests are addressed in an efficient and consistent manner and to establish published procedure and guidelines to implement charges for responding to FOIA requests, and

**WHEREAS**, the Village of Almont intends to collect reasonable fees as provided for in the Michigan Freedom of Information Act for services related to the provision of public information,

**NOW, THEREFORE, BE IT RESOLVED** that the Almont Village Council hereby adopts the Freedom of Information Act Policy and necessary forms and fee calculations as presented at its regular meeting on June 16th 2015,

**BE IT FURTHER RESOLVED** that the Village Manager is hereby designated the FOIA Coordinator for the Village of Almont and is responsible for accepting and processing all FOIA requests with the exception of those submitted to the Police Department. The Chief of Police, upon the designation of the Village Manager, is responsible for accepting and processing all FOIA requests submitted to the Police Department and all requests concerning police department documents.

**BE IT FINALLY RESOLVED** that the Village Manager and Clerk/Treasurer shall assume responsibility for ensuring the fees included therein are equitably collected.

**AYES:** Steffler, Tobias, Dyke, Lauer, Love, Peltier, Schneider

**NAY:** None

**ABSENT:** None

**ABSTAIN:** None

**THIS RESOLUTION DECLARED ADOPTED THIS 16<sup>th</sup> DAY OF JUNE 2015. I, Kimberly J. Keesler, Clerk/Treasurer of the Village of Almont, State of Michigan, do hereby certify that the foregoing Resolution No. 15-06-08 was duly adopted by the Almont Village Council during its regular meeting held in the Municipal Building in the Village of Almont on June 16<sup>th</sup>, 2015.**

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**Kimberly J. Keesler**  
Almont Village Clerk/Treasurer

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**Steve Schneider**  
Village President